

Admission Application



Northern Essex Community College has an open admissions policy and accepts students on a first-come, first-served basis for most programs. However, some majors have special admission requirements and/or limited enrollment.

For office use only: generated student ID _____

Please print clearly

Social Security Number: _____ / _____ / _____ Male Female Date of Birth: _____ / _____ / _____
Month Day Year

Full Name: _____
Last First Middle

Any Previous Last Name(s): _____

Mailing Address: _____
Street Apt.#
City State Zip

Email Address _____

Primary Phone #: _____ Cell Phone #: _____ Work Phone #: _____

Demographic Information

Race/Ethnicity: Please answer both a. and b.

a. Ethnicity: Are you of Hispanic or Latino origin?
Yes _____ No _____

b. Race: Choose one or more from the list below.

- African-American/Black Asian
 American Indian/Alaskan Native Cape Verdean
 Native Hawaiian/Pacific Islander White/Caucasian

Citizenship Information

Are you a U.S. Citizen? Yes No

If No, are you a Permanent Resident (Green Card)?

Yes – (Please submit a color copy of both sides of Green Card)

List alien registration number : _____



No – Current Visa Type?: _____
(Please submit a copy)

Will you require a student (F-1) visa? Yes No

(If Yes, an I-20 application packet is available at the Behrakis One Stop Student Center and the CPAC in Lawrence and must be submitted along with completed documentation at least 6 weeks prior to the date classes begin.)

Special Services

Are you interested in:

-  Services for:
Documented Disability 978-556-3654 (Voice)
  Deaf and Hard of
Hearing Services: 978-241-7045 (VP/Voice)

High School Education

Will you have a high school diploma or your GED before you begin classes?

Yes - Year of Graduation _____ or
Year received GED: _____

No - PLEASE SEE AN ENROLLMENT ADVISOR

High School Name: _____

City: _____ State: _____

Did you receive your GED at NECC? Yes No

Did you register to become a Tech Prep student while in high school? (If you are not sure please contact your high school guidance counselor.) Yes No

College Education

1. College Name: _____

City: _____ State: _____

Dates of Attendance: _____ Graduation Date: _____

Degree Received: _____

2. College Name: _____

City: _____ State: _____

Dates of Attendance: _____ Graduation Date: _____

Degree Received: _____

3. College Name: _____

City: _____ State: _____

Dates of Attendance: _____ Graduation Date: _____

Degree Received: _____

(application continued on next page)

Questions? Please call Behrakis One Stop Enrollment Services: 978-556-3700.

Admission Application

Please print clearly

Starting Semester

Choose Only One:

Fall/September: _____ Year Spring/January: _____ Year Summer: _____ Year

Student Type:

- First Time (You never attended college before)
 Previous NECC Student (You attempted or received college credit from NECC before)
 Transfer Student (You previously attended another college and received college credit)

Major Choice: _____

All applicants must select a major. Please write exactly as shown on list of majors page.

Residency Information

Choose one of the following: Massachusetts Resident New England Resident Other

Massachusetts Resident:

In order to qualify for in-state tuition rates, you must have proof of Massachusetts residency. You are considered a Massachusetts resident if you have lived for at least six months in a Massachusetts verifiable place of residence, and intend to continue living in Massachusetts for the duration of your attendance in a public, state-funded college. I understand that if I present an in-state address I will be eligible for in-state tuition rates only if I am an American citizen, or a permanent United States resident living in Massachusetts for at least the last six months. All Massachusetts residents must also complete the enclosed **Massachusetts Community College In-State Tuition Eligibility Form**.

New England Resident:

In order to qualify for the New England resident tuition rates, you must have proof of residency in Connecticut, Maine, Vermont, New Hampshire or Rhode Island.

Note: International or foreign students *are not eligible* for Massachusetts or New England resident rates.

Applicant Signature

I certify that all the information submitted on this application is true.

Signature of Applicant: _____ Date: _____

Signature of Parent: _____ Date: _____

Only needed if Applicant is under 18 years of age

For Office Use Only

Semester: _____

Billing Code R N B

Fee Check Credit Card Cash Other

Date Entered On: _____

CPH CPL UNK

Do Not Write in this Space

Degree Code: _____

Major Code: _____

Decision Code: _____

Entered by: _____

Source _____ Contact _____ Staff _____ Activity _____

(application continued on next page)

Questions? Please call Behrakis One Stop Enrollment Services: 978-556-3700.

Massachusetts Community Colleges In-State Tuition Eligibility Form

This Information is Required for ALL Massachusetts Residents

Last Name _____ First Name _____ MI _____

Street Address _____ City _____ State _____ Zip _____

SSN# or Student I.D. Number _____ Date of Birth _____ Phone _____

Are you a U.S. Citizen? _____ Yes _____ No

IF YOU ARE NOT A U. S. CITIZEN, PLEASE COMPLETE THE FOLLOWING:

Are you a Permanent Resident? _____ Yes _____ No (If yes, list alien registration number : _____)

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail: _____

Please check the in-state or reduced tuition eligibility category that applies to you:

_____ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

_____ I have been a Massachusetts resident for LESS THAN six (6) continuous months.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents* are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.

Please check-off those documents you possess as proof of your intent to remain in Massachusetts.

_____ Valid Driver's license	_____ Utility bills*	_____ Employment pay stub*
_____ Valid Car registration	_____ Voter registration*	_____ State/Federal tax returns*
_____ Mass. High School Diploma	_____ Signed lease or rent receipt*	_____ Military home of record*
_____ Record of parents' residency for unemancipated person*	_____ Other _____	

_____ I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

Certification of Information

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Applicant Signature: _____ Date _____

Parent/Guardian Signature (Applicant is Under 18 Years Old): _____ Date _____

(application continued on next page)

FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS BOX

I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

_____ IS eligible for the in-state tuition rate.

_____ IS NOT eligible for the in-state tuition rate.

_____ I am unable to make a determination at this time. The following additional information has been requested from the applicant:

Authorized College Personnel: _____ Date: _____

Questions? Please call Behrakis One Stop Enrollment Services: 978-556-3700.

Financial Aid and FAFSA

Intent to Apply for Financial Aid

Northern Essex Community College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. However, many students miss out because they do not realize they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the FAFSA at www.fafsa.gov. Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses.

We strongly encourage you to complete the FAFSA. If you need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you. For assistance, email us at aid@necc.mass.edu

Please select the option below that best describes your plans to complete a FAFSA. This information will have no impact on whether you are admitted to the college.

I plan to apply (or have already applied) for federal, state and institutional financial aid and am prepared to complete (or have completed) the FAFSA at www.fafsa.gov.

I plan to apply for federal, state and institutional financial aid, but I need help from the Financial Aid Office to complete the FAFSA.

I do not plan to apply for federal, state or institutional financial aid at this time.

Veterans Information

Check all that apply:

- Veteran
- National Guard
- Reserve
- Active Duty
- Dependent

Application Checklist & Additional Information

Application Checklist

- Fill out your application for admission.**
Complete your application and attach a non-refundable application fee of \$25 to the enclosed payment slip when submitting the application. Please make your check or money order payable to NECC.
 - High School Transcript**
Submit one of the following: your final high school transcript and/or high school diploma, GED diploma and/or scores, or a transcript from an approved home school program.*
 - College Transcripts**
Submit official college transcripts from all colleges and universities you have attended to NECC.*
- *Diplomas and transcripts from foreign countries must be evaluated for US equivalency by a recognized credential evaluation agency such as the Center for Educational Documentation (CED), www.cedevaluations.com.

Financial Aid Information

Financial aid is available to students enrolled in approved degree and certificate programs and who are making satisfactory academic progress (SAP). To apply for financial aid, complete the Free Application for Financial Aid online at www.fafsa.org, school code 002174. To review the SAP policy and other financial aid information, visit www.necc.mass.edu/financial-aid.

Academic Skills Assessment

The Massachusetts Board of Higher Education has mandated that basic skills tests in reading, writing and mathematics are required for purposes of appropriate course placement for new students registering for credit courses, to help ensure your academic success. (Full or Partial Assessment Waivers can be given upon evaluation of the following: Official High School Advanced Placement Exam Score Report, Official SAT Score Report and/or Official College Transcript(s). Please note: All Math, Developmental Reading, Developmental Writing and ESL placement results are valid for one year from the date of assessment. College level placements (non developmental) in Reading and Writing are valid for three years from the date of Assessment. For assessment dates and times, please go to www.necc.mass.edu or call 978-556-3428.

Student Insurance

The Massachusetts Universal Health Insurance Law requires every student enrolled in nine (9) or more credits to have adequate medical insurance coverage. Students without health insurance will be charged health insurance fees.

Student Status & Learning Accommodations

Permanent Resident Status

All applicants having permanent resident status must submit a color copy of both sides of their Alien Registration Card (Green Card).

International students

International applicants must complete an International Student Application Packet in order to be issued an I-20. The I-20 is then used to apply for a student visa (F-1).

Learning Accommodations

To receive learning accommodations for a documented disability during assessment testing and each academic semester, contact the Learning Accommodations Center in the Behrakis One Stop or call 978-556-3654. For information about services for Deaf and Hard of Hearing students call 978-241-7045 (VP/voice).

CORI/SORI

Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Criminal Records Central Repository (CHRI) check and/or a Sex Offender Registry Information (SORI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI, CHRI or SORI reports. Depending on the contents of a student's CORI, CHRI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172, and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 178(J) & 178(K). CHRI checks may be performed pursuant to New Hampshire law. For more information, contact the Registrar at 978-556-3700.

Immunization Requirement Form

Within thirty days of registering for classes, students must show proof of immunizations. The immunization requirements apply to: All full-time students (12 credits or more), any student attending on a visa, and any part-time student enrolled in classes whose practicum requires immunizations. Once registered for classes, you will receive an email communication to your NECC email address. The Immunization Requirements form link will be included. You may also print the form by going to www.necc.mass.edu.

TEAR & SUBMIT PAYMENT SLIP BELOW TO NECC WITH APPLICATION

Application Payment Slip

Fee: \$25.00

Please print clearly

(Include this form with your payment.)

Name: _____ Student ID Number: _____/_____/_____

Method of Payment

Mail this application, along with the non-refundable application fee of \$25 to: Behrakis One Stop Enrollment Services, Northern Essex Community College, Haverhill, MA 01830, or stop by the One-Stop Student Services Center in Haverhill or Lawrence.

Check
* make check payable to NECC

MC

VISA

Money Order

_____ Card Account Number

_____ Exp. Date

Cash

_____ Cardholder's Signature

For Office Use Only

Enrollment Services - Processed By: _____

Bursar - Received By: _____

Date: _____

Date: _____

100 Elliott Street • Haverhill, MA 01830 • www.necc.mass.edu

List of Majors

PLEASE NOTE: The following Majors are subject to change. Please see www.necc.mass.edu for current information.

Art & Design

Associate Degrees

- Graphic Design
- General Studies: Multi-Media Option
- General Studies: Visual Arts
- Illustration

Certificate

- Graphic Design/Desktop Publishing Certificate

Business

Associate Degrees

- Accounting
- Business Management
- Business Management: Computer Applications Option
- Business Management: Healthcare Practice Management Option
- Business Management: Hospitality Option
- Business Transfer

Certificate

- Business Management: Hospitality Certificate
- Small Business Management Certificate

Communication Arts

Associate Degrees

- General Studies: Dance Option
- General Studies: Music Option
- Liberal Arts: Journalism/Communication Option
- Liberal Arts: Theater Option

Certificates

- Dance Education Certificate
- Music Technology Certificate

Computer & Information Sciences

Associate Degrees

- Computer & Information Sciences: Applications Option
- Computer & Information Sciences: Information Technology Option

Certificates

- Computer Applications Certificate
- Computer Forensics Basic Certificate
- Computer Networking Certificate
- Help Desk Certificate
- Information Technology Fluency Certificate
- Web Page Design & Development Certificate

Criminal Justice

Associate Degree

- Criminal Justice

Certificate

- Law Enforcement Certificate

Deaf Studies

Associate Degrees

- Deaf Studies: American Sign Language Option* DF
- Deaf Studies: Sign Language Interpreter Option* DF

Certificate

- Deaf Studies: Sign Language Interpreter Certificate* DF

Education

Associate Degrees

- Early Childhood Education
- Elementary Education
- Liberal Arts: Middle/High School Teaching Option

General Studies

Associate Degrees

- General Studies
- General Studies: Dance Option
- General Studies: English as a Second Language (ESL) Studies Option
- General Studies: Fire Science Transfer Option
- General Studies: Multi-Media Option
- General Studies: Music Option

- General Studies: Physical Education, Exercise Science, and Sport Studies
- General Studies: Visual Arts

Health

Associate Degrees

- Business Management: Healthcare Practice Management Option
- General Studies: Physical Education, Exercise Science, and Sport Studies
- Nursing (ADN)* DF
- Paramedic (EMT-P) Technology* DF
- Radiologic Technology* DF
- Respiratory Care* DF

Certificates

- Computed Tomography Certificate*
- Dental Assisting Certificate* DF
- EKG Technician Certificate
- Medical Assistant Certificate: Day Option* DF
- Medical Assistant Certificate: Evening Option* EF
- Medical Billing Certificate
- Medical Coding Certificate
- Medical Office Assistant Certificate
- Paramedic (EMT-P) Technology Certificate* DF
- Phlebotomy Certificate
- Practical Nursing (PN) Certificate* DF
- Sleep Technologist Certificate*

Human Services

Associate Degree

- Human Services* D

Certificates

- Alcohol/Drug Abuse Counseling Certificate* D
- Community Support Human Services Practitioner Certificate* D
- Direct Support Certificate* D

Liberal Arts

Associate Degrees

- Liberal Arts
- Liberal Arts: Biology Option
- Liberal Arts: Computer & Information Sciences Option
- Liberal Arts: Creative Arts Option
- Liberal Arts: History Option
- Liberal Arts: Journalism/Communication Option
- Liberal Arts: Middle/High School Teaching Option
- Liberal Arts: Philosophy Option
- Liberal Arts: Physical Sciences Option
(Chemistry/Physics Concentration)
(Earth Science Concentration)
- Liberal Arts: Political Science Option
- Liberal Arts: Psychology Option
- Liberal Arts: Theater Option
- Liberal Arts: Writing Option

Paralegal Studies

Associate Degrees

- Paralegal Studies: Career Option*
- Paralegal Studies: Transfer Option*

Certificate

- Paralegal Studies Certificate*

Science

Associate Degrees

- Laboratory Science (Analytical Chemical Concentration)
(Biotechnology Concentration)
(Environmental Sciences Concentration)
- Liberal Arts: Biology Option
- Liberal Arts: Physical Sciences Option

Technology & Engineering

Associate Degrees

- Electronic Technology E
- Electronic Technology: Computer Systems Option E
- Engineering Science (Chemical Engineering Concentration)
(Civil/Environmental Engineering Concentration)
(Electrical/Computer Engineering Concentration)
(Mechanical Engineering Concentration)

Certificates

- Computer Aided Drafting Certificate
- Electronic Equipment Technology Certificate E

* **Criteria-Based programs have special admission requirements and/or limited enrollment.**

D = Day Acceptance Only

E = Evening Acceptance Only

F = Fall Semester Acceptance Only